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50-57

RECORDS MANAGEMENT PROGRAM

Superseded

RECORDS CONTROL SCHEDULE

FOR THE

OFFICE OF COMMUNICATIONS

RECORDS CONTROL SCHEDULE

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SCHEDULE NO. 60/c-57

OFFICE, DIVISION, BRANCH

Office of Communications, Field

Ofc (Nov. 57)

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1 thru 19	Covering all files and records created or received by field offices; showing file description and suggested retention periods. * Volume of records reflected in annual report submitted to Records Management Staff.	*	Disposition instructions for each item reflected in attached schedule

FORM NO. 139 USE PREVIOUS EDITIONS.
1 JAN 56

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

25 January 1957

SECRET

KUCLUB FIELD RECORD CONTROL SCHEDULE

	FILE DESCRIPTION	SUGGESTED RETENTION PERIOD
1.	Cable files which are also used as Field Station Official Chrono File.	Hold for one year and destroy.
2.	Cable Files: Copies of cables from and to Headquarters and between field stations on which Headquarters was an addressee.	Hold one year and destroy.
3.	Lateral Cable Files: Copies of Cables on which Headquarters was not an addressee, or which have not been relayed through the Headquarters Signal Center.	Hold for one year and Originator Station return to Headquarters at yearly intervals for retirement. (Manifest sheet on top of package)
4.	Dispatch Chrono Files: Copies of dispatches from and to Headquarters and between field stations on which Headquarters was an addressee.	Hold for two years and destroy.
5.	Lateral Dispatch Files: Copies on which Headquarters was not an addressee.	Hold for two years and Originator Station forward to Headquarters at yearly intervals for retirement. (Manifest sheet on top of package)
6.	Lateral Dispatches containing information which Headquarters originated. (i.e. material sent to Area Headquarters for re-distribution.)	Hold for two years and destroy.
7.	Top Secret Files: All copies of TS documents from and to Headquarters and between Field Stations on which Headquarters was an addressee.	Destroy six months after document becomes noncurrent in accordance with STA Forward copy of destruction report to Headquarters.

*Previously [redacted] STA

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

8. Pouch Manifest Form 59-33 or equivalent:	
a. Suspense or Tickler copy held pending return of signed, receipted copy.	a. Destroy when receipted copy is returned.
b. Receipted copy from Headquarters.	b. Hold for one year and destroy.
c. Receipted copy from another Field Station.	c. Hold for one year and originator pouch to Headquarters at yearly intervals or destroy as appropriate. (Manifest sheet on top of package)
d. Station copy of pouch from Headquarters	d. Hold for one year and destroy.
e. Any copy used as station dispatch log.	e. Indefinite retention.
9. Project or Operation files.	Review and retain as appropriate. One year after termination, review, destroy copies of papers received from or forwarded to Headquarters, Pouch remainder to Headquarters. If Headquarters material is needed in order to maintain the continuity and integrity of the file, include with material being forwarded to Headquarters. Noncurrent files requiring permanent preservation, forward to Headquarters yearly at discretion of Area Chief or Station Chief as appropriate for retirement.
10. Organization Regulatory Issuances and Publications.	Destroy when rescinded or when obviously obsolete.
11. Logs - for Cables and Dispatches: Containing pertinent information of a permanent record nature.	Retain indefinitely or return to Headquarters at discretion of the Chief.
12. Policy and Procedural Directives and Instructions.	Retain for current reference and guidance and for use of successors.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

S E C R E T

30 July 1957

N O T I C E

Destroy Page 3 [redacted] Record Control Schedule to [redacted] o. 1-57, dated 25 January 1957, and insert in lieu thereof the attached page 3 change 1 dated 30 July 1957. This change was occasioned by the revision of item 14, Personnel Files. 25X

S E C R E T

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

13.	Housekeeping Records, such as arrival date, T & A's, Fiscal and Budgetary information.	Destroy as appropriate.
14.	Personnel Files.	Upon permanent change of station, destroy all copies of papers received from or forwarded to Headquarters and all papers which are of temporary or local interest only. Forward to Headquarters only those other papers considered sufficiently significant and pertinent to be filed in the individuals permanent record.
15.	Field Intra-Office Issuances.	Destroy when rescinded or when obviously obsolete.
16.	Subjective Files: Papers filed by impersonal subject, excluding specific project files, no copies at Headquarters. These papers are held for their reference value regarding engineering, security, operational matters, etc.	Retain and then send to Headquarters for retirement.
17.	Working copies or additional copies of cables retained Signal Center at Station.	Hold for maximum one year and destroy.
X1 18.	Organization Regulatory Issuances: [redacted]	Destroy as rescinded or when obviously obsolete.
X1 19.	[redacted]	Destroy as rescinded or when obviously obsolete.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190025-6

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ATTACHMENT B

MANIFEST

AREA _____

PREPARED BY _____

DATE _____

CATAGORY OF FILE (Admin., Operational, project, etc.) _____

WHAT IS FILE ARRANGEMENT _____

DATES COVERED _____

DESCRIPTION OF CONTENTS _____

_____

_____

APPRAISAL OF FILE

Records have permanent value? _____

historical value? _____

research value? _____

temporary value _____

Records are duplicated elsewhere in KUBARK? _____

Records are supplemented elsewhere in KUBARK? _____

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